

City of Worcester Planning Board



DEFINITIVE SITE PLAN **CHECKLIST, REQUIREMENTS & APPLICATION**

Division of Planning & Regulatory Services
455 Main Street, Room 404, Worcester, MA 01608
Office 508-799-1400 x260– Fax 508-799-1406

1. A completed **Definitive Site Plan Application** including:
 - ❑ One (1) signed, original application form. The application authorization must be completed by the owner(s) of the subject property and notarized.
 - ❑ One (1) Digital Copy. All applications, plans and materials must also be submitted as a PDF file to planning@worcesterma.gov prior to or at the time of application submittal to the office.
 - ❑ Fifteen (15) copies of the signed and notarized application form. (*Double-siding is encouraged*)
 - ❑ Certified List of Abutters, which may be obtained at City Hall – Room 209 (2nd floor). This list must be attached to the application.
 - ❑ A Project Impact Statement
2. One (1) stamped, addressed envelope for each Party on the Certified List of Abutters. Return address should be: Division of Planning and Regulatory Services; 455 Main Street, Room 404; Worcester, MA 01608
3. One (1) stamped, addressed envelope for the petitioner.
4. **Site Plan**
 - ❑ A signed original and fifteen (15) ***folded*** copies of the Site Plan
 - ❑ Plan must include the all items on attached plan checklists.
5. **Filing Fee** - Checks payable to the City of Worcester.
6. **Zoning Determination Form** - Obtained at the Division of Building and Zoning located at 25 Meade Street. Zoning Determination Form must be signed by an authorized Building and Zoning Division staff member. There is no fee for obtaining a Zoning Determination Form.
7. **Digital Copy**. All applications, plans and materials must also be submitted as a PDF file to planning@worcesterma.gov prior to or at the time of application submittal to the office. All electronic files must be in the following format:
 - ❑ Portable Document Format (.pdf), readable by Adobe Acrobat v.7.0 and later, named by project address and application type (ex. 455 Main Street – Planning Board DSPA)
 - ❑ Minimum resolution of 200 dpi
 - ❑ No single file should be greater than 50 MB (collections may be broken into separate files)

Exceptions:

 - ❑ Any application items not produced electronically such as hand drawn plans, drawings or hand written applications are not required to be submitted electronically.
 - ❑ Plans, drawings and applications created prior to March 2013 that are not available to the applicant in electronic format.
8. Does your project require a new or upgraded electric system? Contacting National Grid early in the process will assist in meeting your needs for electrical service and help keep your project on track. Call today at 800-375-7405.

****ALL APPLICATION DEADLINES ARE 2:00 P.M. UNLESS OTHERWISE SPECIFIED****
APPLICANTS ARE ENCOURAGED TO FILE BEFORE THE DEADLINE DATE WHENEVER POSSIBLE

City of Worcester Zoning Ordinance
Article 5
Site Plan Submission Requirements

Per Article V of the City of Worcester Zoning Ordinance, the following items are **required** elements of the site plan:

- 1) A site plan drawn to a scale of not less than forty (40) feet to the inch, on one (1) or more sheets, prepared by a registered engineer, illustrating the proposed development and use with appropriate title block information to identify location, applicant, owner and party responsible for preparing the plan.
- 2) The boundary lines and dimensions of the subject property, existing subdivision lots, available utilities, easements, roadways, railroads, rail lines and public rights of way, crossing and adjacent to the subject property and a Locus Plan showing the site of the proposed development in relation to the immediate and general street network and such other features of the natural and/or built environment as are relevant to the review of the site plan and a summary of zoning classification and requirements.
- 3) Any proposed re-grading of the subject property and any significant natural, topographical or physical features of the property including, at least, watercourses, marshes, floodplain and wetlands, trees in excess of nine (9) inches in diameter, soil types and existing contours at two (2) feet in one hundred (100) feet.
- 4) The location, size, use, attributes and arrangement, including height in stories and feet, floor area ratio, total floor area, total square feet of ground area coverage, number and size of dwelling units by number of bedrooms, exterior materials and elevations at appropriate scale, of proposed buildings and existing buildings that will remain, if any.
- 5) Minimum yard dimensions and, where relevant, relation of yard dimensions to the height of any building or structure.
- 6) Location, dimensions, number and construction materials of all vehicular and pedestrian circulation elements, including streets and roadways, driveways, entrances, curbs, curb cuts, parking spaces, loading spaces, access aisles, sidewalks, walkways and pathways.
- 7) All existing and proposed surface and subsurface drainage facilities, including detention or retention ponds. Drainage circulation with data on pre-development and post-development conditions to be provided.
- 8) Location, size and arrangement of all signs and lighting.
- 9) Proposed landscaping (noting how the existing vegetation is to be retained and used) including the type, location and quantity of all plant materials, location and height of fences or screen plantings and the type or kind of building materials or plantings to be used for fencing and screening.
- 10) Location, designation and total area of all usable open space or common property and the extent to which it is to be improved.
- 11) Methods and locations of erosion and sedimentation control devices for controlling erosion and sedimentation during the construction process as well as after.
- 12) Such other and further information or documentation as the Planning Board may deem to be necessary and appropriate to a full and proper consideration and disposition of the particular

application. As part of site plan approval rules and regulations, the Planning Board shall identify, by development scale and lot characteristics, the type and form of such information or documentation.

Standards for Review for Site Plan Approval

- **Vehicular traffic access and circulation** – Adequacy and arrangement of vehicular traffic access and circulation including intersections, road widths, pavement surfaces, dividers and traffic control.
- **Pedestrian access and circulation** – Adequacy and arrangement of pedestrian traffic access and circulation, walkway structures, control of intersections with vehicular traffic and overall pedestrian convenience.
- **Off-street parking** – Location, arrangement, appearance and sufficiency of off-street parking and loading.
- **Landscape buffers** – Adequacy, type, size and arrangement of trees, shrubs and other landscaping constituting a visual or noise buffer between the applicant's land and adjoining lands, including the maximum retention of existing vegetation.
- **Buildings, lighting and signs** – Location, arrangement, size, design and general site compatibility of buildings, lighting and signs.
- **Storm water and drainage** – Adequacy of storm water and drainage facilities.
- **Water supply and sewerage disposal** – Adequacy of water supply and sewerage disposal facilities.
- **Open space/common space** – In case of an apartment complex or other multiple dwelling, the adequacy of usable common property or open space.
- **Noise and glare** – Protection of adjacent or neighboring properties against noise, glare, unsightliness or other objectionable features.
- **Emergency zones** – Adequacy of fire lanes and other emergency zones and the provision of fire hydrants.
- **Areas subject to flooding and/or erosion** – Special attention to the adequacy of structure, roadways and landscaping in areas with susceptibility to ponding, flooding or erosion.
- **Erosion and sediment control** – Adequacy of erosion and sedimentation control measures to be utilized during and after construction.
- **Design requirements** – Conformance of the site plan with design requirements, together with all other applicable provisions of the Worcester Zoning Ordinance (purpose and intent).
- **State Register of Historic places** – Conformance and compatibility of the site plan design with structures listed in the State Register of Historic Places as of 1988 and as amended.
- **Construction management** – Adequacy of site safety and construction management plans.
- **Regional transportation system** – Adequacy and impact on the regional transportation system.
- **Surface and groundwater protection** - Adequacy of plans and protective measures to ensure minimal risk of contamination to surface or groundwater.

Department of Public Works Engineering
Site Plan Requirements

1. Elevation and contours of both existing and proposed.
2. Locus plan and legend.
3. Stamped by Registered Professional Engineer.
4. Existing easements or rights-of-way.
5. Entrances and exits.
6. Driveways, aisles, parking spaces.
7. Loading spaces.
8. Circulation.
9. Capacity of lot.
10. Drainage, including calculations, rational method 25-year storm. Profiles of trunk lines, types and sizes of pipes.
11. Lighting plan.
12. Berms or curbing.
13. Fences, existing or proposed.
14. Walkways and landscaped areas.
15. Available area for snow storage.

City of Worcester Planning Board



DEFINITIVE SITE PLAN APPLICATION

**Division of Planning & Regulatory Services
455 Main Street, Room 404; Worcester, MA 01608
Office 508-799-1400 – Fax 508-799-1406**

1. Name of Applicant: _____

2. Address of Applicant: _____

3. Telephone: _____

4. Interest in Property:
A. Owner ____ B. Developer ____ C. Other ____

5. Owner of Record: _____
(If _____ different from Applicant)

6. Address of Owner of Record: _____

7. **AUTHORIZATION:** I, _____, Owner of Record of the property listed with the Assessing Division of the City of Worcester, Massachusetts as Map _____ Block _____ Lot(s) _____, do hereby authorize _____ to file this application with the Division of Planning & Regulatory Services of the City of Worcester on this the _____ day of _____, 20____.

On this _____ day of _____, 20____, before me personally appeared _____, to me known to be the person described in and who executed the foregoing instrument and acknowledged that he/she executed the same as his/her free act and deed.

NOTARY PUBLIC

My Commission Expires: _____

(If there is more than one owner of the land to be considered in this application, a notarized authorization is required for each owner.)

8. **Approval Thresholds** (Check applicable threshold.)

<u>CATEGORY</u> _____	<u>SCALE</u>	<u>LOT</u>
New Residential _____	5 or more DU _____	15% slope _____
Manufacturing _____	20,000 sq. ft. _____	15% slope _____
Business _____	10,000 sq. ft. _____	15% slope _____
General _____	15,000 sq. ft. _____	15% slope _____
Subdivision _____		
Lodging House _____		
Airport Environs _____		
Floodplain _____		
Special Permit _____		
Billboard _____		
Historic Property _____		
Abutting Historic Property _____		

9. Street Address of the Property in this Application:

10. Legal Description of Property:

11. Zoning Classification(s):

Present Use:

Zoning Relief Previously Granted (Variances, Special Permits with dates approved):

12. **We petition for approval of the plan herewith submitted that illustrates proposed construction, which we would make available through:**

- New Construction _____
- Conversion _____
- Expansion _____
- Rehabilitation _____

13. **Development Contains the Following:**

- Residential
- Number of Dwelling Units _____
 - Number of Buildings _____
 - Number of Parking Spaces _____

- Non-Residential
- Building Square Footage _____
 - Number of Buildings _____
 - Number of Parking Spaces _____

14. **Describe Proposed Use/General Description of Proposed Development of Property:**

15. **Project Impact Statement:** Check all areas that, in the proponent's judgment, an impact of this project may occur. Positive impacts as well as adverse impacts should be indicated.

	<u>None</u>	<u>Positive</u>	<u>Adverse</u>
A. <u>Land Development</u>			
Conformance with Comprehensive Plans and Zoning	_____	_____	_____
Compatibility and Urban Impact	_____	_____	_____
Slope	_____	_____	_____
Erosion	_____	_____	_____
Soil Suitability	_____	_____	_____
Hazards and Site Safety	_____	_____	_____
Historic, Cultural and Archaeological Resources	_____	_____	_____
B. <u>Community Facilities/Services</u>			
Education	_____	_____	_____
Health Care	_____	_____	_____
Social Services	_____	_____	_____
Solid Waste	_____	_____	_____
Water Supply	_____	_____	_____
Stormwater	_____	_____	_____
Public Safety	_____	_____	_____
Parks & Recreation	_____	_____	_____
Open Space	_____	_____	_____
Transportation	_____	_____	_____
Vehicular	_____	_____	_____
Pedestrian	_____	_____	_____
Parking	_____	_____	_____
C. <u>Environmental Issues</u>			
	<u>None</u>	<u>Positive</u>	<u>Adverse</u>
Noise	_____	_____	_____
Air Quality	_____	_____	_____
Wetlands	_____	_____	_____
Flood Hazards	_____	_____	_____
Hazardous Materials	_____	_____	_____
Vegetation/Wildlife	_____	_____	_____
Does this project require approval under MEPA?	No _____ Yes _____		

Worcester Planning Board
Environmental Impact Summary

1. **Project Description:**

State total area of project:

- a. Developed _____ acres
- b. Open Space/Woodlands/Recreation _____ acres
- c. Wetlands _____ acres
- d. Floodplain _____ acres
- e. Other _____ acres

Provide the following dimensions, if applicable:

	<u>Existing</u>	<u>Increase</u>	<u>Total</u>
Length of roadways in miles	_____	_____	_____
Number of housing units	_____	_____	_____
Number Of stories	_____	_____	_____
Gross floor area in square feet	_____	_____	_____

2. **Permits Required**- List any Federal, State or City of Worcester agencies from which permits or other actions have been or will be sought.

<u>AGENCY NAME</u>	<u>PERMIT TYPE</u>	<u>DATE FILED</u>	<u>FILE #</u>
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3. **Project Impacts** - Check all areas in which an impact from this project may occur. Positive impacts as well as adverse impacts may be indicated.

Construction Impacts Long Term Impacts

Wetlands/Water Pollution	_____	_____
Traffic/Parking	_____	_____
Open Space/Recreation	_____	_____
Historical/Archeological	_____	_____
Fisheries/Wildlife	_____	_____
Vegetation/Trees	_____	_____
Sanitary Sewerage	_____	_____
Water Supply/Use	_____	_____
Solid Waste	_____	_____
Hazardous Materials	_____	_____
Air Pollution	_____	_____
Noise	_____	_____
Other (Specify)	_____	_____

4. **Assessment of Potential Adverse Environmental Impacts**

a. **Wetlands/Water Pollution**

Conservation Commission File #, if any _____
 Existing and Proposed Slopes _____
 Soil Types _____

If applicable, have hydraulic/hydrologic calculations been completed? (Attach if completed.) Yes ___ No ___

Are erosion controls provided? (Attach plans if completed.) Yes ___ No ___

Is the project located within a 100 Year Floodplain? Yes ___ No ___

If so, list cubic feet of flood storage taken. _____

List cubic feet of flood storage replaced. _____

b. **Traffic/Parking**- Attach traffic and parking plan, if applicable:

Existing Increase Total _____

Number of parking spaces _____ _____ _____

Total # daily vehicle trips to and from site (total trip ends) _____ _____ _____

Traffic/Parking (cont.)

Estimated average daily traffic on road(s) serving site: Existing Increase Total _____

- | | | | | |
|----|-------|-------|-------|-------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |

c. **Open Space/Recreation**- Is the project in an area listed in the most recent City of Worcester Open Space Plan: Yes ___ No ___

Is the project within 500 feet of any public open space, recreation or conservation land: Yes ___ No ___

Indicate any open space/recreational plans that are part of this project, if applicable:

d. **Historical/Archaeological**- Might any structure or site of historical or archaeological significance be affected by this project: Yes ___ No ___
(Prior consultation with the Worcester Historical Commission is advised.)

e. **Fisheries/Wildlife**- Might the project significantly affect fisheries or wildlife, especially any rare or endangered species: Yes ___ No ___

(Prior consultation with the Massachusetts Natural Heritage Program is advised.)

f. **Vegetation/Trees**

Estimate the acreage required to be cleared. _____ Acres

Estimate the number of trees to be taken. _____ Trees

g. **Sanitary Sewerage**- Using State Title V requirements (Attached A), estimate the quantity of sanitary sewerage to be conveyed by this project: _____ gallons per day (GPD).

h. **Water Supply**- Check the Water Resources Protection Overlay District that applies, if applicable: GP-2 _____ GP-3 _____

If applicable, describe measures to mitigate impacts to the aquifer.

i. **Solid Waste**- Estimate the solid waste to be generated by this project:

j. **Hazardous Materials**- Is the project located on a site that has a history of industrial or commercial uses, which may have contaminated the soils: Yes ___ No ___

If so, indicate DEP file number _____ and indicate current status under the Massachusetts Contingency Plan:

Will the project manufacture, generate or store hazardous materials: Yes ___ No ___

If so, indicate any Fire Department or Public Health certifications received:

k. **Air Pollution**- Will the project generate significant air pollution levels: Yes ___ No ___
If so, describe any mitigation measures:

l. **Noise**- Will the project generate significant noise levels: Yes ___ No ___

Is the project located near sensitive receptors to noise such as schools, residences, nursing homes, etc.: Yes ___ No ___

If so, is the project in conformance with Worcester Airport Noise Compatibility Program: Yes ___ No ___

m. **Other**- Describe any other potential impacts or comments that you feel are applicable to this project.

ALL APPLICANTS COMPLETE THE FOLLOWING:

I hereby certify that I am requesting the Worcester Planning Board grant the above indicated Site Plan:

Printed Applicant's Name:

Signature: _____

Date: _____

Address: _____

Home Telephone: _____

Work Telephone: _____

Email address: _____

Printed Owner or Authorized Representative's Name (if different from applicant):

Signature: _____

Date: _____

Address: _____

Home Telephone: _____

Work Telephone: _____

Email address: _____